



Australian Government

National Archives of Australia

Records Authority

**Australian Institute of Health and
Welfare**

Job no 2007/00268370

June 2008

© Commonwealth of Australia 2008

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without prior written permission from the National Archives of Australia. Requests and inquiries concerning reproduction and rights should be directed to the Publications Manager, National Archives of Australia, PO Box 7425, Canberra Mail Centre ACT 2610, Australia.

CONTENTS

| | |
|--|----------|
| INTRODUCTION | 5 |
| APPLICATION OF THIS AUTHORITY | 6 |
| CONTACT INFORMATION | 7 |
| AUTHORISATION | 9 |
| CLASSES | |
| BOARD ADMINISTRATION | 11 |
| DATA COLLECTION MANAGEMENT | 17 |
| STATISTICAL INFRASTRUCTURE DEVELOPMENT | 38 |

[This page has been left blank intentionally.]

INTRODUCTION

The Australian Institute of Health and Welfare and the National Archives of Australia have developed this Records Authority to set out the requirements for the retention or destruction of records for the key functions of the agency. It represents a significant commitment on the Australian Institute of Health and Welfare to understand, create and manage the records of its activities. The Australian Institute of Health and Welfare is Australia's national agency for health and welfare statistics and information and is part of the Department of Health and Ageing.

This Authority uses a classification scheme based on an analysis of the business of the agency. It takes into account the Australian Institute of Health and Welfare's legal and organisational recordkeeping requirements, and the interests of stakeholders of both the Australian Institute of Health and Welfare and the National Archives. It provides a framework that may be used as a guide when creating and managing records that document these functions.

This Authority gives the Australian Institute of Health and Welfare the permission, required under the Archives Act, for the disposal of the records described. The Authority sets out those records that need to be retained as national archives and the minimum length of time that other classes of records need to be kept. Retention periods are based on an assessment of business needs, broader organisational accountability requirements and community expectations.

The Australian Institute of Health and Welfare can use the following tools to dispose of their records:

- this Records Authority covering the Australian Institute of Health and Welfare's agency specific records,
- general disposal authorities, such as the Administrative Functions Disposal Authority (AFDA), that covers functions and records common to every Commonwealth agency; and
- normal administrative practice (NAP) which allows for the destruction of records where the records are duplicated, unimportant or for short-term use only.

As changes in circumstances may affect future recordkeeping requirements, the periodic review of this Authority is recommended. All amendments must be approved by the National Archives.

Advice on using this Authority and other recordkeeping matters is available from the National Archives' website at www.naa.gov.au or by contacting the Agency Service Centre at <http://www.naa.gov.au/records-management/help/index.aspx> or voicemail (02) 6212 3610.

APPLICATION OF THIS AUTHORITY

1. This Authority applies to core business records of the Australian Institute of Health and Welfare.
2. This Authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the National Archives to cover administrative records common to most Commonwealth agencies.
3. This Authority should be used in conjunction with general disposal authorities issued by the National Archives that cover other types of records that may be created by the Australian Institute of Health and Welfare such as encrypted records and source records that have been copied.
4. This Authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables sentencers to determine the appropriate disposal action for the records. Advice on sentencing is available from the National Archives.
5. Where the method of recording information changes (for example from a manual system to an electronic system, or when information is migrated from one system to a new system) this Authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in this Authority. The Australian Institute of Health and Welfare will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.
6. In general, retention requirements indicate a minimum period for retention. The Australian Institute of Health and Welfare may extend minimum retention periods if it considers that there is an administrative need to do so. Where the Australian Institute of Health and Welfare believes that its accountability will be substantially compromised because a retention period or periods are not adequate, it should contact the National Archives for review of the retention period.
7. The Australian Institute of Health and Welfare may destroy certain records without formal authorisation as a normal administrative practice. This usually occurs where the records are duplicated, unimportant or for short-term use only. It does not replace the records disposal arrangements agreed to in authorities. Advice and guidance on destroying records as a normal administrative practice is available from the National Archives' website at www.naa.gov.au.
8. From time to time the National Archives places freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Authority, please contact the National Archives.
9. Records in the care of the Australian Institute of Health and Welfare should be appropriately stored and preserved. The Australian Institute of Health and Welfare needs to meet this obligation to ensure that the records remain authentic and accessible over time. Under section 31 of the Archives Act 1983, access arrangements are required for records that become available to the public after thirty years.
10. Appropriate arrangements should be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.
11. Advice on how to use this Authority is available from the Australian Institute of Health and Welfare records manager. If there are problems with the application of the authority that cannot be resolved, please contact the National Archives.

CONTACT INFORMATION

For assistance with this authority or for advice on other recordkeeping matters, please contact National Archives' Agency Service Centre.

Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425
Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610

Fax: (02) 6212 3989

Website: www.naa.gov.au

Email via NAA website at: <http://www.naa.gov.au/records-management/help/index.aspx>

[This page has been left blank intentionally.]

AUTHORISATION

RECORDS AUTHORITY

Person to whom notice of authorisation is given:

Director
Australian Institute of Health and Welfare
GPO Box 570
Canberra ACT 2601

Purpose:

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF THE ARCHIVES ACT 1983

Application:

STATISTICAL INFRASTRUCTURE DEVELOPMENT
DATA COLLECTION MANAGEMENT
BOARD ADMINISTRATION

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

Authorising Officer

Date of issue:



19 June 2008.

Ross Gibbs
Director-General
National Archives of Australia

[This page has been left blank intentionally.]

BOARD ADMINISTRATION

The function of administering the operations of the agency's board. Includes providing reports to the Minister and Parliament, taking of board minutes and processes involved in authorising the agency's charter of corporate governance, corporate and business plans and audited financial statements. Also includes processing board nominations and appointments and managing board committees, arranging board travel, accommodation and remuneration.

For preparing the agency's corporate and business plans use, STRATEGIC MANAGEMENT - Planning.

For the processes associated with reporting board decisions, deliberations and activities, use STRATEGIC MANAGEMENT - Reporting.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18008 | Records authorising the agency's major plans, reports and audited financial statements. Includes: <ul style="list-style-type: none"> • final charter of corporate governance • final corporate and business plans • final annual reports. | Destroy 10 years after action completed |
| 18009 | Records documenting delegations of power to agency staff to authorise administrative action relating to the board administration function. | Destroy 7 years after delegation expires |
| 18010 | Authorisations for administrative actions relating to the board administration function. | Destroy 3 years after authorisation superseded |

Board Advice

The activities associated with offering opinions by or to the Board as to an action or judgement. Includes policy advice provided to the Minister.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18011 | Records documenting the provision and receipt of advice by the Board that set precedents in decision making, leads to the formulation of policy, or advice on issues that are controversial, attract media or parliamentary scrutiny or require ministerial involvement. | Retain as national archives |
| 18012 | Records documenting the receipt and provision of routine advice by the Board on matters relating to national health-related and welfare-related statistics and information. | Destroy 6 years after action completed |
| 18013 | Working papers relating to the preparation of all advice. | Destroy 2 years after action completed |

BOARD ADMINISTRATION

The function of administering the operations of the agency's board. Includes providing reports to the Minister and Parliament, taking of board minutes and processes involved in authorising the agency's charter of corporate governance, corporate and business plans and audited financial statements. Also includes processing board nominations and appointments and managing board committees, arranging board travel, accommodation and remuneration.

For preparing the agency's corporate and business plans use, STRATEGIC MANAGEMENT - Planning.

For the processes associated with reporting board decisions, deliberations and activities, use STRATEGIC MANAGEMENT - Reporting.

Board Meetings

The activities involved in discussing, updating, or resolving issues and matters relating to the management of the organisation etc. Includes agendas, arranging Board meetings and the taking of minutes.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18014 | Final version of signed and approved minutes and supporting documents tabled at meetings of the Board. Includes: <ul style="list-style-type: none"> • issues papers • reports • financial statements • final major plans • final major strategy development documentation • board performance surveys. | Retain as national archives |
| 18015 | Working papers documenting the conduct and administration of meetings of the Board. Includes agenda, notices of meetings, draft minutes and draft plans. | Destroy 2 years after action completed |

BOARD ADMINISTRATION

The function of administering the operations of the agency's board. Includes providing reports to the Minister and Parliament, taking of board minutes and processes involved in authorising the agency's charter of corporate governance, corporate and business plans and audited financial statements. Also includes processing board nominations and appointments and managing board committees, arranging board travel, accommodation and remuneration.

For preparing the agency's corporate and business plans use, STRATEGIC MANAGEMENT - Planning.

For the processes associated with reporting board decisions, deliberations and activities, use STRATEGIC MANAGEMENT - Reporting.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For processing administration fees submitted to the Ethics Committee, use FINANCIAL MANAGEMENT - Accounting.

| Entry | Description of records | Disposal action |
|-------|---|---|
| 18016 | Records of Board committees formed by legislation with responsibility for considering the release of agency identifiable and/or non-identifiable health-related and welfare-related data for research purposes. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of ethical evaluation criteria • final versions of minutes • ethical determinations • reports • recommendations • register of approved and rejected projects • supporting documentation such as briefing, summary and discussion papers. <p><i>[For complaints against decisions of the agency's Ethics Committee, use BOARD ADMINISTRATION – Board Meetings.]</i></p> | Retain as national archives |
| 18017 | Records documenting the assessment of ethical acceptability of research project activities specified in submissions from agency business units and third parties. Includes: <ul style="list-style-type: none"> • approved submissions and supporting papers • signed undertakings • completed monitoring forms of approved projects • draft evaluation criteria and guidelines. | Destroy 10 years after action completed |
| 18018 | Records of Board subcommittees formed to consider specific governance matters, such as audit and finance and remuneration matters. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. | Destroy 7 years after action completed |

BOARD ADMINISTRATION

The function of administering the operations of the agency's board. Includes providing reports to the Minister and Parliament, taking of board minutes and processes involved in authorising the agency's charter of corporate governance, corporate and business plans and audited financial statements. Also includes processing board nominations and appointments and managing board committees, arranging board travel, accommodation and remuneration.

For preparing the agency's corporate and business plans use, STRATEGIC MANAGEMENT - Planning.

For the processes associated with reporting board decisions, deliberations and activities, use STRATEGIC MANAGEMENT - Reporting.

Committees - Continued

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18019 | Working papers documenting the conduct and administration of Board committees formed by legislation. Includes agenda, notices of committee meetings, draft minutes, rejected submissions and supporting papers. | Destroy 4 years after action completed |
| 18020 | Working papers documenting the conduct and administration of board subcommittees. Includes agenda, notices of committee meetings and draft minutes. | Destroy 3 years after action completed |

Members Appointments

The activities associated with supporting the appointment and reappointment of suitable and qualified persons to the Board. Includes communications with the Minister regarding nominations and appointments.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18021 | Records documenting the successful appointment and re-appointment of Board members. Includes: <ul style="list-style-type: none"> • candidature documentation • reports on suitable candidates • Ministerial instrument of appointment • official notifications • declarations of pecuniary interest • arrangements on remuneration and other conditions. | Destroy 5 years after action completed |
| 18022 | Records documenting unsuccessful appointment and re-appointment of Board members. Includes: <ul style="list-style-type: none"> • candidature documentation • reports on suitable candidates • official notifications • declarations of pecuniary interest. | Destroy 3 years after action completed |

Members Arrangements

The activities associated with arranging travel and accommodation for Board directors. Includes travel itineraries, accommodation bookings etc.

For payments of travel and accommodation expenses, use FINANCIAL MANAGEMENT - Payments.

| Entry | Description of records | Disposal action |
|-------|---|---------------------------------------|
| 18023 | Records documenting routine travel and accommodation arrangements for members of the Board. Includes itineraries. | Destroy 1 year after action completed |

BOARD ADMINISTRATION

The function of administering the operations of the agency's board. Includes providing reports to the Minister and Parliament, taking of board minutes and processes involved in authorising the agency's charter of corporate governance, corporate and business plans and audited financial statements. Also includes processing board nominations and appointments and managing board committees, arranging board travel, accommodation and remuneration.

For preparing the agency's corporate and business plans use, STRATEGIC MANAGEMENT - Planning.

For the processes associated with reporting board decisions, deliberations and activities, use STRATEGIC MANAGEMENT - Reporting.

Members Leave

The activities involved in administering leave provisions for Board members.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18024 | Records documenting Board members leave entitlements. Includes leave and claim forms. | Destroy 7 years after action completed |

Members Remuneration

The activities associated with the management of payments and allowances for performing duties by Board members.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18025 | Records documenting the payment of allowances to members of the Board. Includes travelling allowances. | Destroy 7 years after action completed |

Members Separations

The activities associated with managing any method of leaving the Board. Includes resignation, retirement, dismissal, death, and dispensations of services of Board members.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18026 | Records documenting the resignation of members from the Board. Includes retirement, dismissal, death, and dispensations of services. | Destroy 7 years after action completed |

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18027 | Records documenting performance reviews of the agency's Board. Includes documents establishing the review, final report and action plan. | Destroy 5 years after action completed |
| 18028 | Working papers developed in support of performance reviews of the agency's Board. | Destroy when reference ceases |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Addresses (presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Include speeches and multi-media presentations.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18029 | Final versions of addresses made by agency staff regarding health and welfare-related data and statistical information collected by the agency. <i>[For addresses given by the portfolio Minister at government occasions, use GOVERNMENT RELATIONS - Addresses (presentations).]</i> | Destroy 6 years after action completed |
| 18030 | Working papers documenting the preparation of all addresses. Includes requests for input, quality checking, comments, clearances and draft versions. | Destroy 3 years after action completed |

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

| Entry | Description of records | Disposal action |
|-------|---|---|
| 18031 | Records documenting the receipt and provision of advice in relation to the data collection management function. Includes briefing notes. | Destroy 10 years after action completed |
| 18032 | General administrative records documenting the provision of advice. Includes briefing requirements and records documenting the tabling of reports and papers to the agency's board of management. | Destroy 5 years after action completed |
| 18033 | Working papers documenting the development of all advice. | Destroy 2 years after action completed |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

| Entry | Description of records | Disposal action |
|-------|---|---|
| 18034 | <p>Final version of agreements made with government, non-government and community organisations. Includes confidentiality and funding agreements, and contracts between the agency and external organisations who purchase agency data collection management services.</p> <p><i>[For managing financial transactions associated with any agreement, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payment.</i></p> <p><i>For joint venture agreements with collaborating units, use DATA COLLECTION MANAGEMENT - Joint Ventures.</i></p> <p><i>For multilateral and subsidiary agreements that provide frameworks for cooperative approaches to the collection of health and welfare-related data and information, use STATISTICAL INFRASTRUCTURE – Agreements.]</i></p> | Destroy 7 years after expiry of agreement |
| 18035 | Records documenting negotiations, establishment, maintenance and review of all agreements. | Destroy 7 years after expiry of agreement |

Analysing

The activities associated with systematically applying statistical and logical techniques to describe, summarise and compare data and/or information collected. Includes the process of analysis and obtaining opinions from external referees on analyses of data undertaken by the agency.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18036 | Records documenting the systematic application of statistical and logical techniques to compare, describe and summarise unit and record data collected in support of the data collection management function. Includes opinions obtained from external referees on agency analysis of data. | Destroy 5 years after action completed |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Bidding

The activities involved in receiving, assessing and responding to requests for tender quotations etc from external organisations for the purchase of services or work. Includes expressions of interest, requests for proposals, requests for quotation, offers made in writing by one party to another to carry out services or work at an inclusive price or uniform rate. Also includes copies of supporting documentation.

For the provision of consultancy services to external organisations use, DATA COLLECTION MANAGEMENT - Consultancy Services.

For formalising contracts with external organisations use, DATA COLLECTION MANAGEMENT - Agreements.

For managing joint ventures where there is a contract, and joint contribution of funds and/or time use, DATA COLLECTION MANAGEMENT - Joint Ventures.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18037 | Records documenting the development and issue of successful bids to external organisations for the purchase of agency services relating to the data collection management function. Includes: <ul style="list-style-type: none"> • responses to statement of requirements • expressions of interest • requests for proposal • tenders • request for quotation • supporting documents • notification of outcome. | Destroy 7 years after contract is completed |

[For signed final contracts, use DATA COLLECTION MANAGEMENT - Agreements.]

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Bidding - Continued

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18038 | Records documenting the development and issue of unsuccessful bids to external organisations for the purchase of agency services relating to the data collection management function. Includes: <ul style="list-style-type: none"> • responses to statement of requirements • expressions of interest • requests for proposal • tenders • request for quotation • supporting documents • notification of outcome. | Destroy 1 year after notification of outcome |

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18039 | Records of internal committees formed to consider specific matters in support of the data collection management function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. | Destroy 5 years after action completed |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Committees - Continued

| Entry | Description of records | Disposal action |
|-------|---|---|
| 18040 | Records of external national committees chaired by the agency and formed to oversee and consider data collection matters. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. | Destroy 10 years after action completed |
| 18041 | Records of external national committees formed to oversee and consider data collection matters where the agency is a member and provides secretariat services. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. | Destroy 10 years after action completed |
| 18042 | Records of external or inter-agency committees formed to consider data collection matters where the agency is a member. Includes: <ul style="list-style-type: none"> • documents establishing the committee • appointment of members • minutes • supporting documents such as briefing papers and discussion papers. | Destroy 5 years after action completed |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Committees - Continued

| Entry | Description of records | Disposal action |
|-------|--|-------------------------------|
| 18043 | Working papers documenting the conduct and administration of all committees that consider matters in support of the data collection development function. Includes: <ul style="list-style-type: none"> • agenda • notices of minutes • draft minutes. | Destroy when reference ceases |

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18044 | Records documenting agency compliance with legislative, regulatory and voluntary standard requirements. Includes the development of confidentiality principles and guidelines. <i>[For establishing agency legislative framework for data privacy, confidentiality and ethics, use DATA COLLECTION MANAGEMENT - Policy.</i> <i>For formalising access arrangements to identifiable information held by the agency, use DATA COLLECTION MANAGEMENT - Agreements.]</i> | Destroy 7 years after action completed |
| 18045 | Records documenting investigations into alleged confidentiality breaches relating to identifiable information held by the agency. Includes referral of breaches to law enforcement authorities and/or the Office of the Privacy Commissioner. | Destroy 7 years after finalisation of investigation of breach |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

For managing financial transactions supporting conferences, use FINANCIAL MANAGEMENT - Payments.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18046 | Records documenting arrangements for agency conferences held in support of the data collection management function. Includes: <ul style="list-style-type: none"> • program development • speakers details • conference promotion material • registrations • venue bookings. | Destroy 3 years after action completed |
| 18047 | Reports assessing the conduct of conferences arranged by the agency. | Destroy 3 years after action completed |
| 18048 | Agency participants reports on conferences arranged by other organisations. | Destroy 3 years after action completed |
| 18049 | Copies of unpublished proceedings, reports, speeches and papers from conferences arranged by the agency. Includes presentations by agency staff. <i>[For addresses given by agency staff at conferences, use DATA COLLECTION MANAGEMENT - Addresses (presentations).]</i> | Destroy 3 years after completion of conference |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Conferences - Continued

| Entry | Description of records | Disposal action |
|-------|---|-------------------------------|
| 18050 | Records documenting the attendance of staff at conferences arranged by other organisations. Includes: <ul style="list-style-type: none"> • completed conference registration forms • programs • conference promotion material. | Destroy when reference ceases |
| 18051 | Copies of published conference proceedings and official reports received at conferences arranged by other organisations. | Destroy when reference ceases |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Consultancy Services

The activities involved in providing agency consultancy services to external organisations for which remuneration is paid.

For formalising contracts with external organisations use, DATA COLLECTION MANAGEMENT - Agreements.

For responding to requests for tenders from external organisations use, DATA COLLECTION MANAGEMENT - Bidding.

For managing joint ventures where there is a contract, and joint contribution of funds and/or time use, DATA COLLECTION MANAGEMENT - Joint Ventures.

For receiving and assessing tenders from potential external consultants for services prior to the contract agreement use, DATA COLLECTION MANAGEMENT - Tendering.

| Entry | Description of records | Disposal action |
|-------|---|---|
| 18052 | Records documenting the provision of consultancy services by the agency to external organisations relating to the data collection management function. Includes: <ul style="list-style-type: none"> • notes taken at project briefing interviews • development of strategies and related project material • minutes of meetings with clients • progress reports • survey forms • working papers developed to support the provision of consultancy services. | Destroy 7 years after the completion or other termination of contract |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the selection of a consultant or contractor use, DATA COLLECTION MANAGEMENT - Tendering.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18053 | Records documenting contract management relating the data collection management function. Includes: <ul style="list-style-type: none"> • minutes of meeting with main stakeholders • performance and evaluation reports. | Destroy 7 years after completion or other termination of contract |

Customer Service

The activities associated with the monitoring, planning and evaluation of services provided to customers by the organisation.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18054 | Records documenting the planning, monitoring and evaluation of services provided to the agency's clients in relation to the data collection management function. | Destroy 5 years after action completed |
| 18055 | Records documenting the management of specific customer services provided to the public, eg carrying out surveys for the collection and compilation of statistical data for national data collections. | Destroy 5 years after action completed |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Data Access

The activities involved in providing access to the organisation's data and obtaining access to data held by other organisations. Includes negotiations with data providers on conditions for the release of the data.

| Entry | Description of records | Disposal action |
|-------|--|------------------------------------|
| 18056 | Records documenting negotiations with data providers to determine conditions for obtaining access to data held by other organisations. Includes clearances for the supply of data to the agency from data providers. | Destroy 10 years after last action |
| 18057 | Records documenting the provision of access to agency data collections by other organisations and researchers. Includes record linkage clearances for statistical and research purposes. | Destroy 10 years after last action |

Data Audit

The activities associated with officially checking data management processes to ensure they operate in accordance with agreed or legislated standards and comply with accepted best practice quality benchmarks. Includes compliance audits, operational audits, system audits and quality assurance audits.

For agenda papers and minutes of meetings relating to the organisation's Finance and Audit Committee use, FINANCIAL MANAGEMENT - Committees.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18058 | Final report of an internal or external data audit where there are major or significant changes to agency data collection management practices. Includes recommendations and implementation plans. | Destroy 10 years after action completed |
| 18059 | Final report of an internal or external audit where there are no changes or only minor or routine changes to agency data collection management practices. | Destroy 5 years after action completed |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Data Audit - Continued

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18060 | Records documenting the planning and conduct of internal and external data audits relating to the data collection management function. Includes: <ul style="list-style-type: none"> • liaison with auditing body • minutes of meetings • notes taken at opening and exit interviews • draft report • comments. | Destroy 3 years after action completed |

Data Maintenance

The activities involved in maintaining and refining data sets and refining data elements following changes to classifications etc. Includes assessing data collections to determine gaps, quality, overlaps and processes and the updating of guidelines.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18061 | Records documenting the establishment, review and maintenance of national data registers. <i>[For internal and external data audits, use DATA COLLECTION MANAGEMENT-Data Audits.]</i> | Retain as national archives |
| 18062 | Records documenting the specifications of data collected including communications with data providers. <i>[For the compilation of statistical data collected for specific short term surveys, use DATA COLLECTION MANAGEMENT - Research.]</i> | Destroy 10 years after action completed |
| 18063 | Records documenting the receipt of data including communications with data providers. | Destroy 10 years after action completed |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Data Maintenance - Continued

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18064 | Records documenting development and implementation of quality control processes for the collection and maintenance of data. Includes checking of data acquired from providers for completeness and consistency and the resolution of queries arising over the quality of data received. | Destroy 10 years after action completed |
| 18065 | Records documenting final sign off of data that has been revised following application of quality control processes. Includes final sign off of data supplied by data providers. | Destroy on discontinuation of data collection |
| 18066 | Records documenting the destruction of data records. | Destroy 7 years after discontinuation of data collection |
| 18067 | Records documenting proposals and the restructure of data sets, through adding or subtracting data elements or revising them, and any subsequent restructure process. | Destroy 5 years after action completed |
| 18069 | Records documenting the pilot and field testing of changes to new data sets and individual data elements. | Destroy 1 year after action completed |

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For FOI requests, use INFORMATION MANAGEMENT - Cases.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18070 | Records documenting responses to requests for information in relation to the data collection management function, such as statistical tables. | Destroy 3 years after action completed |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Enquiries - Continued

| Entry | Description of records | Disposal action |
|-------|---|---------------------------------------|
| 18071 | Records documenting the handling of requests for information about the agency and its work programs, products and services. | Destroy 1 year after action completed |

Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18073 | Final version of joint venture and/or collaboration agreements with government bodies and non-government organisations relating to the data collection management function. <i>[For agreements that are not joint ventures, use DATA COLLECTION MANAGEMENT - Agreements. For joint venture agreements with government and non-government bodies relating to the development of national statistical infrastructure, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Joint Ventures.]</i> | Destroy 10 years after expiry of agreement |
| 18074 | Records documenting the establishment, negotiation and management of all joint ventures and/or collaboration arrangements with government bodies and non-government organisations relating to the data collection management function. | Destroy 7 years after action completed |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18075 | Records documenting liaison with government and non-government stakeholders and professional organisations. Includes: <ul style="list-style-type: none"> • collaboration of projects • exchange of information • all the activities of a member of the organisation. | Destroy 5 years after action completed |

[For liaison with collaborating units, use DATA COLLECTION MANAGEMENT-Joint Ventures.]

Meetings

The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the information and data infrastructure function. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18076 | Final version of minutes and supporting documents, tabled at internal and external meetings held in support of the data collection management function. Includes meetings with external agencies. | Destroy 5 years after action completed |
| 18077 | Working papers documenting the conduct and administration of all meetings in support of the data collection management function. Includes agenda, notices of meetings and draft minutes. | Destroy after minutes finalised |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18078 | Final version of plans formulated to support the data collection management function. Includes: <ul style="list-style-type: none"> • business cases • proposals • studies • work program plans. <p><i>[For developing business plans, use STRATEGIC MANAGEMENT - Planning.]</i></p> | Destroy 7 years after plan is superseded |
| 18079 | Working papers documenting the development of planning in relation to the data collection management function. Includes input into plans, comments received and drafts. | Destroy 3 years after action completed |

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

| Entry | Description of records | Disposal action |
|-------|---|-----------------------------|
| 18080 | Records documenting the development and establishment of agency data privacy, confidentiality and ethics policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports and major drafts • national policy statements • final policy document. | Retain as national archives |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Policy - Continued

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18081 | Records documenting the development and establishment of other data collection policies. | Destroy 5 years after policy is superseded |
| 18082 | Records documenting comments made on the development of government-wide information-related issues of data privacy, confidentiality and ethics policies. | Destroy 3 years after promulgation of the new policy |
| 18083 | Working papers documenting the development of data collection policies. Includes drafts and input from other areas of the agency. | Destroy 3 years after promulgation of the new policy |

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18084 | Master set of agency manuals, handbooks, directives etc detailing procedures supporting the data collection management function. | Destroy 5 years after procedures are superseded |
| 18085 | Records documenting the development of agency procedures supporting the data collection management function. | Destroy 1 year after action completed |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Reporting

The process associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For publishing and distributing statistical reports, use PUBLICATION - Production.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18086 | Final version of periodic internal reports required on general administrative matters used to monitor and document recurring activities to support the data collection management function. Includes work progress reports against business and work plans and unit level reporting. | Destroy 7 years after action completed |
| 18087 | Working papers documenting the development of all reports. Includes drafts and comments received. | Destroy 2 years after action completed |
| 18088 | Responses to surveys carried out to support the data collection management function. | Destroy 3 years after action completed |

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

| Entry | Description of records | Disposal action |
|-------|--|-----------------------------|
| 18089 | Compilations of statistical data for national collections of statistics. Includes compilations from the National Morbidity Database. | Retain as national archives |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Research - Continued

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18090 | Records documenting routine research in support of the data collection management function. <i>[For research to support projects for which remuneration is paid, use DATA COLLECTION MANAGEMENT - Consultancy Services. For co-research or collaboration with government, non-government and community organisations, use DATA COLLECTION MANAGEMENT - Joint Ventures.]</i> | Destroy 7 years after action completed |
| 18091 | Compilations of statistical data collected for specific short term surveys. Includes computer-assisted interviewing surveys. <i>[For implementation of data quality control processes for the collection of data, use DATA COLLECTION MANAGEMENT - Data Maintenance.]</i> | Destroy 7 years after discontinuation of data collection |
| 18092 | Completed survey forms used to collect statistical data. | Destroy when reference ceases |

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18093 | Records documenting reviews of agency programs and operations in support of the data collection management function. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • action plan. | Destroy after 10 years after action completed |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Reviewing - Continued

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18094 | Working papers documenting reviews of agency programs and operations in support of the data collection management function. | Destroy 3 years after action completed |

Submissions

The preparation and submission of a formal statement (eg, report, statistics, etc) supporting a case or opinion held by the organisation which is submitted to another organisation, or within the organisation, for the purpose of either gain or support.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18095 | Records documenting the preparation of agency submissions seeking support for projects relating to the data collection management function. Includes background and briefing material, drafts and comments received from other areas in the agency. | Destroy 7 years after action completed |

[For submissions made to the Minister, use GOVERNMENT RELATIONS - Submissions.]

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

| Entry | Description of records | Disposal action |
|-------|---|---|
| 18096 | Records documenting the development and issue, and evaluation of tenders supporting the data collection management function which lead to signed contracts. Includes: <ul style="list-style-type: none"> • statements of requirements • expressions of interest • requests for tender (RFT) • draft contracts • evaluation documentation • public notices • post offer negotiations • due diligence checks • signed contracts. <p><i>[For responding to requests for the purchase of agency services, use DATA COLLECTION MANAGEMENT - Bidding.]</i></p> | Destroy 7 years after tender process completed |
| 18097 | Records of unsuccessful tenders or a tender process where there is not a suitable bidder, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none"> • tender submissions • notifications of outcome • reports on debriefing sessions. | Destroy 2 years after tender process completed or decision made not to continue with tender |
| 18098 | Tender and contract registers. | Destroy 7 years after last entry |

DATA COLLECTION MANAGEMENT

The function of managing the national data collections and data sets documenting health, housing and community programs and services in government and non-government sectors. Includes the activities involved in collecting and analysing data and information, complying with legal confidentiality provisions, maintaining the quality of data sets and dictionaries, obtaining opinions from external referees, and responding to requests for access to the agency's national data holdings. Also includes responding to requests for tender, providing consultancy services for which remuneration is paid, providing external training services and reporting on the outcomes of the analysis and research activities to inform community debate and public policy making.

For developing specialised standards, classifications and indicators to collect consistent data and information for statistical purposes, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard setting.

For developing methods to collect statistical data and information, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Research.

For publishing reports on national statistical health and welfare matters, use PUBLICATION - Production.

For giving presentations at conferences and seminars about the agency's standards and classifications development, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (presentations).

Training Services

The activities associated with providing training to organisations and their staff. Includes designing and developing courses, learning guides and promotional materials.

For the professional development of organisational staff use, STAFF DEVELOPMENT - Training.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18099 | Records documenting the development, implementation and presentation of information sessions and training programs. | Destroy 10 years after action completed |
| 18100 | Records documenting administrative arrangements of information and training sessions, relating to the data collection management function. | Destroy 2 years after action completed |
| 18101 | Master set of training material. Includes: <ul style="list-style-type: none"> • programs • lecture notes • hand-outs • films and videos. | Destroy when course is superseded |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Addresses (Presentations)

The activity of giving addresses for training, professional, community relations or sales purposes. Include speeches and multi-media presentations.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18102 | Final versions of significant addresses made by the Minister and senior officers representing the agency at major functions relating to the statistical infrastructure development function. <i>[For addresses given by senior agency officers to promote the agency's services and products, use COMMUNITY RELATIONS - Addresses.</i> <i>For addresses given by the portfolio Minister or senior agency officers at government occasions, use GOVERNMENT RELATIONS - Addresses.]</i> | Retain as national archives |
| 18103 | Final versions of other addresses delivered in the routine promotion of the development of national statistical infrastructure. | Destroy 5 years after action completed |
| 18104 | Working papers documenting the preparation of all addresses. Includes: <ul style="list-style-type: none"> • requests for input • quality checking • comments • clearances • draft versions. | Destroy 3 years after action completed |

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18105 | Records documenting the receipt and provision of advice in relation to the statistical infrastructure development function. Includes briefing notes. | Destroy 10 years after action completed |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Advice - Continued

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18106 | General administrative records documenting the provision of advice. Includes briefing requirements and records documenting the tabling of reports and papers to the agency's Board of Management. | Destroy 5 years after action completed |
| 18107 | Working papers documenting the development of all advice. | Destroy 2 years after action completed |

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18108 | Final version of national agreements made with government, non-government and community organisations for the collection, compilation, interpretation and dissemination of national health and welfare related data and information. Includes multilateral, subsidiary and memorandums of understanding (MOUs). | Retain as national archives |
| 18109 | Final version of other agreements made with government, non-government and community organisations. Includes funding agreements and contracts between the agency and external organisations that purchase agency statistical infrastructure development services. <i>[For managing financial transactions associated with any agreement, use FINANCIAL MANAGEMENT - Accounting and/or FINANCIAL MANAGEMENT - Payment.</i> <i>For joint venture agreements with collaborating units, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Joint Ventures.</i> <i>For agreements with external organisations who purchase agency services to conduct data collection projects, surveys and studies, use DATA COLLECTION MANAGEMENT - Agreements.]</i> | Destroy 7 years after expiry of agreement |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Agreements - Continued

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18110 | Records documenting negotiations, establishment, maintenance and review of all agreements. | Destroy 7 years after expiry of agreement |

Analysing

The activities associated with systematically applying statistical and logical techniques to describe, summarise and compare data and/or information collected. Includes the process of analysis and obtaining opinions from external referees on analyses of data undertaken by the agency.

| Entry | Description of records | Disposal action |
|-------|---|---|
| 18111 | Records documenting all analysis of health related and welfare related information and statistics in support of the statistical infrastructure development function. Includes methodologies for analysing statistical collections and opinions obtained from external referees. | Destroy 10 years after action completed |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Bidding

The activities involved in receiving, assessing and responding to requests for tender quotations etc from external organisations for the purchase of services or work. Includes expressions of interest, requests for proposals, requests for quotation, offers made in writing by one party to another to carry out services or work at an inclusive price or uniform rate. Also includes copies of supporting documentation.

For the provision of consultancy services to external organisations use, STATISTICAL INFRASTRUCTURE DEVELOPMENT - Consultancy Services.

For the establishment of service contracts with external organisations use, STATISTICAL INFRASTRUCTURE DEVELOPMENT - Agreements.

For managing joint ventures where there is a contract, and joint contribution of funds and/or time use, STATISTICAL INFRASTRUCTURE DEVELOPMENT - Joint Ventures.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18112 | Records documenting the development and issue of successful bids to external organisations for the purchase of agency services relating to the statistical infrastructure development function. Includes: <ul style="list-style-type: none"> • responses to statements of requirements • expressions of interest • requests for proposals • tenders • requests for quotations • supporting documentation • notifications of outcome. | Destroy 7 year after contract is completed |

[For signed contracts, use STATISTICAL INFRASTRUCTURE DEVELOPMENT – Agreements.]

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Bidding - Continued

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18113 | Records documenting the development and issue of unsuccessful bids to external organisations for the purchase of agency services relating to the statistical infrastructure development function. Includes: <ul style="list-style-type: none"> • responses to statements of requirements • expressions of interest • requests for proposals • tenders • requests for quotations • supporting documentation • notifications of outcome. | Destroy 1 year after notification of outcome |

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18114 | Records of internal committees formed to consider specific matters in support of the statistical infrastructure function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. | Destroy 5 years after action completed |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Committees - Continued

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18115 | Records of external national committees chaired by the agency and formed to oversee and consider statistical infrastructure development matters. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. | Destroy 10 years after action completed |
| 18116 | Records of external national committees formed to oversee and consider statistical infrastructure development matters where the agency is a member and provides secretariat services. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. | Destroy 10 years after action completed |
| 18117 | Records of external or inter-agency committees formed to consider statistical infrastructure development matters where the agency is a member. Includes: <ul style="list-style-type: none"> • documents establishing the committee • appointment of members • minutes • supporting documents such as briefing papers and discussion papers. | Destroy 5 years after action completed |
| 18118 | Working papers documenting the conduct and administration of all committees that consider matters in support of the statistical infrastructure development function. Includes: <ul style="list-style-type: none"> • agenda • notices of minutes • draft minutes. | Destroy when reference ceases |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Conferences

The activities involved in arranging or attending conferences held either by the organisation or by other organisations. Includes registrations, publicity and reports of participants etc.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18119 | Records documenting arrangements for agency conferences held in support of the statistical infrastructure development function. Includes: <ul style="list-style-type: none"> • program development • speakers details • conference promotion material • registrations • venue bookings. | Destroy 3 years after action completed |
| 18120 | Reports assessing the conduct of conferences arranged by the agency. | Destroy 3 years after action completed |
| 18121 | Agency participants reports on conferences arranged by other organisations. | Destroy 3 years after action completed |
| 18122 | Copies of unpublished proceedings, reports, speeches and papers from conferences arranged by the agency. Includes presentations by agency staff. <i>[For addresses given by agency staff at conferences, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Addresses (Presentations).]</i> | Destroy 3 years after completion of conference |
| 18123 | Records documenting the attendance of staff at conferences arranged by other organisations. Includes: <ul style="list-style-type: none"> • completed conference registration forms • programs • conference promotion material. | Destroy when reference ceases |
| 18124 | Copies of published conference proceedings and official reports received at conferences arranged by other organisations. | Destroy when reference ceases |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Consultancy Services

The activities involved in providing agency consultancy services to external organisations for which remuneration is paid.

For the formalising contracts with external organisations use, STATISTICAL INFRASTRUCTURE DEVELOPMENT - Agreements.

For responding to requests for tenders from external organisations use, STATISTICAL INFRASTRUCTURE DEVELOPMENT - Bidding.

For managing joint ventures where there is a contract, and joint contribution of funds and/or time use, STATISTICAL INFRASTRUCTURE DEVELOPMENT - Joint Ventures.

For receiving and assessing tenders from potential external consultants for services prior to the contract agreement use, STATISTICAL INFRASTRUCTURE DEVELOPMENT - Tendering.

| Entry | Description of records | Disposal action |
|-------|---|---|
| 18125 | Records documenting the provision of consultancy services by the agency to external organisations relating to the statistical infrastructure development function. Includes: <ul style="list-style-type: none"> • notes taken at project briefing interviews • development of strategies and related project material • minutes of meetings with clients • progress reports • survey forms • working papers developed to support the provision of consultancy services. | Destroy 7 years after the completion or other termination of contract |

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the selection of a consultant or contractor use, STATISTICAL INFRASTRUCTURE DEVELOPMENT - Tendering.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18126 | Records documenting contract management relating the statistical infrastructure development function. Includes: <ul style="list-style-type: none"> • minutes of meeting with main stakeholders • performance and evaluation reports. | Destroy 7 years after completion or other termination of contract |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Customer Service

The activities associated with the monitoring, planning and evaluation of services provided to customers by the organisation.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18127 | Records documenting the planning, monitoring and evaluation of services provided to the agency's public clients relating to the statistical infrastructure development function. | Destroy 3 years after action completed |
| 18128 | Records documenting the management of specific customer services provided to the public eg managing an on-line service for national data standards. Includes planning, monitoring and evaluation of services, eg carrying out customer surveys. | Destroy 3 years after action completed |

Data Development

The activities associated with developing core sets of data elements, definitions and monitoring indicators for use in national data collections, assessment and reporting. Includes consultations with stakeholders.

| Entry | Description of records | Disposal action |
|-------|---|-----------------------------|
| 18129 | Records documenting the development of national data dictionaries relevant to the health and community services sectors. Includes national minimum data sets, data set specifications, performance surveillance and monitoring indicators, and stakeholder consultations. | Retain as national archives |

[For national agreements to collect standard data elements, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Agreements.

For publishing national data dictionaries and indicators, use PUBLICATION - Production.]

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For planning, monitoring and evaluation of services provided to clients by the organisation, use DATA ANALYSIS AND REPORTING - Customer Service.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18130 | Records documenting responses to requests for information in relation to the statistical infrastructure development function. | Destroy 3 years after action completed |
| 18131 | Records documenting the handling of requests for information about the agency and its programs, products and services. Includes conducting research, consulting with stakeholders, drafting response etc. | Destroy 1 year after action completed |

Joint Ventures

The activities involved in managing joint operations between departments, either within the organisation or with other organisations, or with the government, where there is a contract, joint contribution of funds and/or time. Also includes private sector ventures with public sector organisations, and co-research or collaboration between inter-departmental units, departments or organisations.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18132 | Final version of significant joint venture and/or collaboration agreements with government bodies and other organisations undertaken to support the statistical infrastructure development function. Includes collaborations with international organisations. | Retain as national archives |
| 18133 | Records documenting the negotiation, establishment and management of all joint ventures and/or collaborations with government bodies and other organisations. Includes international organisations. | Destroy 10 years after expiry of agreement |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Liaison

The activities associated with maintaining regular general contact between the organisation and professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18134 | Records documenting liaison with non-government stakeholders and professional organisations. Includes: <ul style="list-style-type: none"> • collaboration of projects • exchange of information • all the activities of a member of the organisation. | Destroy 5 years after action completed |

Meetings

The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the information and data infrastructure function. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18135 | Final version of minutes and supporting documents, tabled at internal and external meetings held in support of the statistical infrastructure development function. Includes meetings with external agencies. | Destroy 5 years after action completed |
| 18136 | Working papers documenting the conduct and administration of all meetings in support of the statistical infrastructure development function. Includes agenda, notices of meetings and draft minutes. | Destroy when reference ceases |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18137 | Final version of plans formulated to support the statistical infrastructure development function. Includes: <ul style="list-style-type: none"> • business cases • proposals • studies • work program plans. <p><i>[For developing business plans, use STRATEGIC MANAGEMENT - Planning.]</i></p> | Destroy 7 years after plan is superseded |
| 18138 | Working papers documenting the development of planning relating to the statistical infrastructure development function. Includes input into plans, comments received and drafts. | Destroy 3 years after action completed |

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

For publication of policies, use PUBLICATION - Production.

| Entry | Description of records | Disposal action |
|-------|---|-----------------------------|
| 18139 | Records documenting the development and establishment of policies relating to the statistical infrastructure development function. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts • final policy documents • national policy statements. | Retain as national archives |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Policy - Continued

| Entry | Description of records | Disposal action |
|-------|---|---|
| 18140 | Records documenting comments made on the development of policies relating to the statistical infrastructure development function. | Destroy 1 year after policy superseded |
| 18141 | Working papers documenting the development and establishment of all policies relating to the statistical infrastructure development function. | Destroy 1 year after promulgation of the new policy |

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18142 | Master set of agency manuals, handbooks, directives etc detailing procedures supporting the statistical infrastructure development function. | Destroy 5 years after procedures are superseded |
| 18143 | Records documenting the development of agency procedures supporting the statistical infrastructure development function. | Destroy 1 year after action completed |

Reporting

The process associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

For the publication and distribution of statistical reports, use PUBLICATION - Production.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18144 | Final version of unpublished agency reports prepared in support of the statistical infrastructure development function. | Destroy 10 years after action completed |
| 18145 | Final version of periodic internal reports required on general administrative matters used to monitor and document recurring activities to support the statistical infrastructure development function. Includes work progress reports against business and work plans and unit level reporting. | Destroy 7 years after action completed |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Reporting - Continued

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18146 | Responses to surveys carried out to support the statistical infrastructure development function. | Destroy 3 years after action completed |
| 18147 | Working papers documenting the development of all reports. Includes drafts and comments received. | Destroy 2 years after action completed |

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

| Entry | Description of records | Disposal action |
|-------|--|--|
| 18148 | Records documenting routine research in support of the statistical infrastructure development function. Includes copies of survey forms. | Destroy 5 years after action completed |

[For research to support projects for which remuneration is paid, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Consultancy Services.

For research to support the development of national data standards, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Standard Setting.

For co-research or collaboration with government, non-government and community organisations, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Joint Ventures.]

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

| Entry | Description of records | Disposal action |
|-------|--|---|
| 18149 | Records documenting reviews of agency programs and operations in support of the statistical infrastructure development function. Includes: <ul style="list-style-type: none"> • documents establishing the review • final reports • action plans. | Destroy after 10 years after action completed |
| 18150 | Working papers documenting reviews of agency programs and operations in support of the statistical infrastructure development function. | Destroy 3 years after action completed |

Standard Setting

The processes involved in developing standard data classifications to form a basis for consistent national and international statistical reporting. Includes participating in the revision of existing information frameworks.

For publishing data standards etc use, PUBLICATION - Production.

| Entry | Description of records | Disposal action |
|-------|---|-----------------------------|
| 18151 | Master copies of nationally endorsed standard health and health related terminologies such as reference, derived and related classifications that support the collection, analysis, interpretation and retrieval of statistical data. Includes the Australian Classifications Register and Health and Health-Related Classifications Matrix. <i>[For processing candidature classifications proposals as members of the Australian Family of Health and Related Classifications, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Committees.</i> <i>For publishing health and health-related classifications, use PUBLICATION - Production.]</i> | Retain as national archives |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Standard Setting - Continued

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18155 | Ancillary records documenting the updating, revision and maintenance of standard national health and health related information frameworks such as terminologies, classification register and matrix. Includes notes from meetings with stakeholders. <i>[For endorsed candidature classification proposals, use STATISTICAL INFRASTRUCTURE - Committees.]</i> | Destroy 3 years after last entry |
| 18156 | Records documenting the development of guidelines for interpretations of classifications at the applied level. Includes user guidance materials. | Destroy 2 years after action completed |

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

| Entry | Description of records | Disposal action |
|-------|---|--|
| 18157 | Records documenting the development and issue, and evaluation of tenders supporting the statistical infrastructure development function which lead to signed contracts. Includes: <ul style="list-style-type: none"> • statements of requirements • expressions of interest • requests for tender (RFT) • draft contracts • evaluation documentation • public notices • post offer negotiations • due diligence checks • signed contracts. <i>[For responding to requests for the purchase of agency services, use STATISTICAL INFRASTRUCTURE DEVELOPMENT - Bidding.]</i> | Destroy 7 years after tender process completed |
| 18159 | Tender and contract registers. | Destroy 7 years after last entry |

STATISTICAL INFRASTRUCTURE DEVELOPMENT

The function of developing infrastructure for the collection of national health, housing and community-services related statistics from government and non-government sectors. Includes developing specialised standards and classifications aimed to collect consistent data and information, negotiating and formalising agreements, the management of national and/or internal committees responsible for developing national performance indicators and providing support to agency projects. Also includes managing joint ventures with external bodies or persons, arranging and attending conferences, giving presentations for professional and promotional purposes, providing advice, liaison activities, and responding to public enquiries.

For publishing national frameworks, classifications, definitions, and indicators use, PUBLICATION - Production.

For giving presentations at conferences to promote research findings into health, housing and community programs and services use, DATA COLLECTION MANAGEMENT - Addresses (presentations).

Tendering - Continued

| Entry | Description of records | Disposal action |
|--------------|---|---|
| 18160 | Records of unsuccessful tenders or a tender process where there is not a suitable bidders, or where the tender process has been discontinued. Includes: <ul style="list-style-type: none">• tender submissions• notifications of outcome• reports on debriefing sessions. | Destroy 2 years after tender process completed or decision made not to continue with tender |
